

**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES
REQUEST FOR PROPOSALS (RFP)
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
AAA-SCSEP-2223 RFP
ADDENDUM ONE**

In accordance with Subparagraph 4.4 (County's Right to Amend Request for Proposals) of the Request for Proposals (RFP), County has the unlimited right to amend this RFP by written addendum at any time before the required submission date. As such, this Addendum One is hereby issued for this RFP to address the following elements:

PART I (CHANGES TO THE RFP)

A. RFP Subparagraph 3.2.2.2 is deleted in its entirety and replaced as follows:

3.2.2.2 Proposer shall provide a resume for each Staff and such Staff shall be listed on Proposer's completed Appendix D (Required Forms), Form D24 (Proposed Budget) and Form D24.1 (Proposed Budget). For mandatory staff that is yet to be hired, a description of the job duties will be acceptable in place of the resume requirement.

B. RFP Subparagraph 3.2.2.3 is added as follows:

3.2.2.3 County will verify staffing requirements are met after award and prior to commencing the Services. County reserves the right to rescind the award should the staffing requirements not be met at the start of the contract period.

C. RFP Subparagraph 7.10.4.1 is deleted in its entirety and replaced as follows:

7.10.4.1 Proposer shall complete the following:

7.10.4.1.1 Appendix D (Required Forms), Form D12 (Certification of Independent Price Determination and Acknowledgement of Request for Proposals Restrictions) in accordance with the instructions provided therein.

7.10.4.1.2 Appendix D (Required Forms), Form D24 (Proposed Budget) and Form D24.1 (Proposed Budget) for SCSEP Services.

PART II (ATTACHMENTS TO ADDENDUM ONE)

- A. Attachment 1 (Questions and Answers) is added to this Addendum One to this RFP.
- B. Attachment 2 (Mandatory Proposers' Conference Power Point Presentation) is added to this Addendum One to this RFP.
- C. Attachment 3 (Mandatory Proposers' Conference Attendance List) is added to this Addendum One to this RFP.
- D. Appendix D (Required Forms), Form D24 (Proposed Budget) and Form D24.1 (Proposed Budget) are deleted in their entirety and replaced with Appendix D (Required Forms), Form D24 (Proposed Budget) revised 05/13/2022 and Form D24.1 (Proposed Budget) revised 05/13/2022.

Additional rows were added to Section II (Budget Detail – Program Operation) to expand Operating Costs listing. Also, Notes (of Cover Page) were simplified to emphasize that the Subaward Sum portion for the Total Participant Wages and Fringe Benefits (PWFB) is to fund the specified number of Participant Slots. Accordingly, all references made to RFP, Appendix D (Required Forms), Form D24 (Proposed Budget) and Form D24.1 (Proposed Budget) throughout the RFP and its Appendices shall mean the attached Appendix D (Required Forms), Form D24 (Proposed Budget) revised 05/13/2022 and Form D24.1 (Proposed Budget) revised 05/13/2022.

ATTACHMENT 1 (QUESTIONS AND ANSWERS)
ADDENDUM ONE
AAA-SCSEP-2223 RFP

Pursuant to the Request for Proposals (RFP) Subparagraph 7.5 (Proposer's Questions), this Question and Answer (Q&A) document provides answers to questions received in response to RFP No. AAA-SCSEP-2223 RFP. The Q&A document has been summarized/edited to capture the essence of the Prospective Proposers' communication without losing its integrity. Please note that similar questions may have been combined and answered together.

- 1. Will the Power Point slides, virtually presented during the Mandatory Proposers' Conference, be available and/or shared?**

Yes. The Power Point Presentation document is added as Attachment 2 (Mandatory Proposers' Conference Power Point Presentation) to this Addendum One.

- 2. Can the Proposer also be the host agency?**

The SCSEP allows for the Successful Proposer (SCSEP Subaward Subrecipient) to act as a Host Agency under the same SCSEP Subaward, providing Services only within the Area Agency on Aging for Planning and Service Area 19 (AAA PSA 19) covering Los Angeles County Supervisorial Districts 1, 2, 3, 4, and 5 (excluding PSA 25 covering the City of Los Angeles).

- 3. If the Proposer was a host agency in the past does that experience qualify towards meeting the minimum two (2) years' experience providing SCSEP services?**

No. A Proposer being a host agency in the past does not qualify that experience towards meeting the two (2) years' experience providing SCSEP services as the Host Agency responsibilities are very different from the SCSEP Program Administration responsibilities.

- 4. To clarify - services cannot be provided within the City of Los Angeles, but can be provided in other cities within Los Angeles County's five (5) Supervisorial Districts?**

Services are to be provided throughout Los Angeles County Supervisorial Districts 1, 2, 3, 4, and 5, excluding the City of Los Angeles.

5. Can services be provided in only one (1) Supervisorial District?

No. Proposals will only be accepted from organizations who can provide all eleven SCSEP services in all five (5) Supervisorial Districts, excluding the City of Los Angeles.

6. Do required staff (Program Manager, Case Manager, etc.) need to be employed by the organization at time of RFP submission, or can they be hired at the start of the contract when funding is awarded?

No. All mandatory staff do not need to be employed by the organization at time of proposal submission. However, all mandatory staff must be employed by the start of the subaward period (July 1, 2022). Providing a job description of the staff's duties will be acceptable at time of proposal submission if the staff is not yet employed. County will verify staffing requirements are met after award and prior to commencing the Services. County reserves the right to rescind the award should the staffing requirements not be met at the start of the contract period. Two changes to this RFP were applied (RFP Subparagraph 3.2.2.2 was deleted and replaced, and RFP Subparagraph 3.2.2.3 was added), as shown in this Addendum One's Part I (Changes to the RFP), Sections A and B.

7. Can the match be in-kind?

Yes. Match can be in-kind. Match is required under Federal OAA Title V funding, but it is not required under State OARR funding, per RFP Subparagraphs 7.10.5.2.2 and 7.10.5.2.3.

8. Could volunteers working on the program count towards the match requirement?

Yes. Volunteers can count towards the match requirement. However, per RFP's Appendix A (Sample Subaward), Subparagraph 5.12.4.3 (Determination of In-Kind Volunteer Services), when using volunteer services as an in-kind match to meet the minimum required match, this in-kind match may not exceed more than fifty percent (50%) of the minimum required match. For example, if volunteer services total \$2,000 and the minimum required match is \$1,500, then a maximum of \$750 of volunteer services will count toward meeting the minimum required match. Additionally, Proposer does not have to change the amount of volunteer services reflected as in-kind match since only a portion of it may be counted towards meeting the minimum required match. Using the previous example, Proposer may reflect \$2,000 (as opposed to \$750) as in-kind match for volunteer services, but only \$750 of this amount will be counted toward meeting the minimum required match.

- 9. I understand that the proposer must be a non-profit organization. Can a for-profit agency and non-profit organization partner to meet the minimum qualifications?**

Each organization interested in applying is responsible for submitting their own Proposal. A Proposal submitted from multiple organizations will not be accepted. However, organizations may collaborate to provide services. Please refer to the RFP, Subparagraph 2.2.7 (Collaboration Efforts with Lower Tier Subrecipients) and Appendix A (Sample Subaward), Subparagraph 8.40 (Lower Tier Subaward) for information. And Proposer's organizational business structure shall be a non-profit corporation, public/government entity, or joint powers agency. Please refer the RFP, Subparagraph 3.2.5 (Organizational Business Structure).

- 10. Will a list of attendees of this Proposer's Conference be published?**

Yes. Mandatory Proposers' Conference Attendance List document is added as Attachment 3 (Mandatory Proposers' Conference Attendance List) to this Addendum One.

- 11. Can you describe in more detail the Skill Enhancement Opportunities you are seeking?**

Skill Enhancement Opportunities Services (soft skills and personal enrichment, and financial literacy and paid personal enrichment training/job club) can only be provided upon obtaining permission and approval by the County.

- 12. Can you describe in more detail the type of Supportive Services required?**

Supportive Services assist participants in successfully participating in community service assignments and help participants gain and keep a job (unsubsidized employment). Examples of Supportive Services include personal and job-related counseling and job-related training as preparation for community service assignments, job search assistance, job referrals, as well as help with transportation, uniforms or other work-related expenses (including but not limited to work shoes, badges, safety glasses), health and medical services, dependent care, housing, need related payments such as utilities and food and referrals to social service programs such as CalFresh.

13. Can you describe what additional training services are anticipated?

Regarding additional training services, the expectation is that the Subrecipient shall provide, or arrange for, additional training for participants specific to their work experience, or in support of their training needs identified in their Individual Employment Plan (IEP). The training may include the use of lectures, labs, seminars, classroom instruction, individual instruction, On-the-Job Training, or other such opportunities.

14. Can you provide an example of As-Needed services?

When deemed appropriate through the results of assessment and/or career counseling, the Subrecipient shall ensure As-Needed services are provided. Examples of As-Needed Services include Follow-Up with Participants placed into unsubsidized employment to determine whether they are still employed and to make certain that Participants receive any follow-up services they may need to ensure employment retention, continuing unfinished post-program follow-ups and any needed Follow-up Services to Participants within caseloads carried over and inherited from previous provider(s) no longer funded to provide Services within PSA 19 County of Los Angeles (excluding the City of Los Angeles – PSA 25) and performance of all Participants assumed from previous provider(s) no longer funded to provide Services within PSA 19 County of Los Angeles (excluding the City of Los Angeles – PSA 25).

15. Subparagraph 2.1 of the RFP refers to Exhibit A (Statement of Work) but we don't see it in the list of attachments. Can you please let us know how we can access this document?

Exhibit A (Statement of Work) is the first exhibit included under Appendix A (Sample Subaward). Appendix A (Sample Subaward) may be accessed here: <https://wdacs.lacounty.gov/wp-content/uploads/2022/04/2-Appendix-A-Sample-Subaward-SCSEP-Final.pdf>

Attachment 2

(Mandatory Proposers' Conference Power Point Presentation)
to **Addendum One**
to **AAA-SCSEP-2223 RFP**

SENIOR COMMUNITY SERVICE PROGRAM (SCSEP) REQUEST FOR PROPOSALS (RFP) MANDATORY PROPOSERS' CONFERENCE

AAA-SCSEP-2223 RFP

May 11, 2022

10:00 a.m. – 12:00 p.m.



AGENDA

- Program Overview
- RFP Overview
- Questions and Answers

HOUSEKEEPING

- Please mute your microphones/phones.
- This is a Mandatory Proposers' Conference which means that anyone who wants to submit a proposal must be in attendance.
- The Conference will conclude at either 12:00 p.m. or once all questions have been addressed, whichever occurs first.
- For record keeping purposes, the Conference is being recorded.
- There will be a Q&A session at the end of the Conference, so please hold all questions until then. Questions submitted in the chat during the conference will also be addressed at that time.

PROGRAM OVERVIEW - HISTORY OF SCSEP

- 1965 – The SCSEP began as a demonstration project under the Economic Opportunity Act (EOA). The program was incorporated into the Older Americans Act (OAA) in 1973.
- Initial program emphasis was to provide low income seniors with useful work experience at community service agencies; provide participants with job training and job placement and address unmet social service needs in the community

PROGRAM OVERVIEW –SCSEP PURPOSE

Provides and promotes subsidized part-time training opportunities in subsidized community service employment for older adults to assist in the transition to private or other unsubsidized job placement. Serve older workers with poor employment prospects to provide hands-on job training through part-time work at community service agencies (Host Agencies) in order to assist with the transition of participants to unsubsidized employment and provide supportive services to assist participants to obtain and maintain employment.

Services Offered:

- Personal and job-related counseling
- Job training
- Job referral
- Case Management
- Social services referrals

Eligibility Criteria:

- 55 years of age or older, unemployed at the time of application, family income of no more than 125% of the Federal Poverty Guidelines and must reside in Los Angeles County (excluding City of Los Angeles) at time of initial enrollment in which the project is authorized (homeless persons can qualify)

Total Participants in the County of Los Angeles SCSEP: At least 197 Participants to be served during FY 2022/23

Average Hours Per Week: 20

Participant Wage: \$15.00/Hour (Minimum Wage)

PROGRAM OVERVIEW - SCSEP HOST AGENCIES

Host Agency Criteria:

- 501 (c)(3) private non-profit organization, or
- Public agency

Host Agency Responsibilities:

- Participants primary experience in SCSEP takes place at the host agency
- Host Agency Agreement
- SCSEP Handbook
- Training Order Request
- Training needed to perform duties and/or to be provided by host agency

PROGRAM OVERVIEW – ROLE OF PARTICIPANTS AND SUPERVISORS AT HOST AGENCIES

- **Participants:** Acquire new skills/update existing skills; gain greater self confidence; learn new workplace systems and procedures; update resume; provide valuable community services
- **Supervisors:** Provide workplace and task orientation; on-the-job training; skill and personal development assistance based on participant IEP; encouragement in job search; evaluation of participant progress; upgrading of tasks or assignment of new tasks if possible

PROGRAM OVERVIEW – COMMITMENT OF HOST AND HOST AGENCY MONITORING

Commitment of Host Agency must:

- Provide support to participant
- Provide skill training and supervision in learning/practicing new tasks
- Allow participant to attend meetings, go on job interviews, etc.
- Consider hiring participant if appropriate opening occurs
- Provide safe working environment
- Agency orientation to participant
- Abide by agreed upon work schedule
- Submit properly prepared/signed time sheets
- Provide periodic performance review and annual performance evaluation
- Honor maintenance of effort, volunteer service prohibition, and non-discrimination assurances

Host Agency Monitoring includes:

- Compliance with Host Agency agreement
- Supervision and participant training
- Participant progress in learning tasks in position description and/or overcoming personal barriers
- Ability to hire
- Notification of pending participant rotation (when appropriate)
- Annual safety check; more frequent if workers compensation claims warrant

PROGRAM OVERVIEW – PARTICIPANT WAGES AND FRINGE BENEFITS (PWFB)

- Hours of participation per year (1300 hours per year with an average 20 hours per week)
- Rate of pay (no less than the highest of Federal, state or local, or prevailing wage)
- Annual physical exam
- Sick leave not part of an accrued sick leave policy
- Employer-honored federal holidays
- FICA
- Workers Compensation
- Unemployment Insurance – only if state law requires (California does not require unemployment insurance since participants are part of a federally funded training program (Unemployment Insurance Code §634.5(e)(1) & §634.5(e)(2))
- No accrued fringe benefits
 - Zero balance at the end of each program year

PROGRAM OVERVIEW – PARTICIPANT SERVICES

- Assessment
- Development of an Individual Employment Plan
- Community Service Assignment with wages and training
- Referral to America's Job Centers of California (AJCC) for job search assistance services & counseling
- Orientation – includes expectation to achieve and retain unsubsidized employment
- Case management
- Reassignment and rotation
- Supportive services (includes post employment)
- Twelve month recertification
- Exit management
- Employer placements
- Six month and twelve month follow-up
- Terminations as needed (For cause, non-eligibility during recertification or IEP-related issue)
- Employer Customer Satisfaction Surveys
- Host Agency Satisfaction Surveys

PROGRAM OVERVIEW – DURATIONAL LIMITS

- Individual time limit for participation:
 - An individual may remain in the program for up to 48 months
 - A waiver may be requested to allow a limited number of hard-to-serve individuals to participate beyond the 48 months¹
 - 48 month rule took effect July 1, 2007
- Overall grantee average participation cap of 27 months
 - A waiver may be requested that allows up to a 36 month average participation rate in certain cases²

¹CDA has a DOL approved 48 month durational limit policy with no waivers permitted

²CDA did not request a DOL waiver for 36 months

PROGRAM OVERVIEW – RECORD AND FILE KEEPING

Record and File Keeping Responsibilities:

- **Participant Files** (Enrollment information, I-9 Form, eligibility documentation, physical exam, assessment, orientation, IEP, community service assignment case notes, exit documentation)
- **Host Agency Files** (Host Agency Agreement with Federal Employee Identification Number, 501 (c)(3), annual safety evaluation reports, case notes)
- **Fiscal Files** (Participant timecards and payroll documentation)

PROGRAM OVERVIEW – SCSEP DATA TRACKING

- SCSEP Web-Based Database Collection System – SPARQ (SCSEP Performance and Results Quarterly Progress Report System) *
 - SPARQ Data Collection Handbook available at:
 - http://www.charteroakgroup.com/pdf/DataCollectionHandbookRev6_4_19_10Final.pdf
 - Web-based system for collecting SCSEP data required under new regulation
 - Management Reporting and Data Validation

* *Please note, The Department Of Labor (DOL) is currently implementing SPARQ in FY 22-23; however, a new replacement system called the Grantee Performance Management System (GPMS) effective July 1, 2022 and there will be a transition to the new system on July 1, 2022.*

RFP OVERVIEW

- ❖ Proposals
- ❖ Estimated Funding
- ❖ Subaward Term
- ❖ Minimum Requirements
- ❖ Preference Programs
- ❖ RFP Timetable
- ❖ Preparation of the Proposal
- ❖ Proposal Format
- ❖ Proposal Submission
- ❖ Evaluation of Proposals
- ❖ Q&A

PROPOSALS

(RFP Subparagraph 1.1, pages 1-2)

- Proposals will be accepted from qualified organizations who can provide eleven (11) SCSEP Services as identified in Appendix A (Sample Contract), Exhibit A (Statement of Work) throughout Los Angeles County Supervisorial Districts 1, 2, 3, 4, and 5, excluding the City of Los Angeles.
- Successful Proposer shall submit only one (1) Proposal identifying all eleven (11) Services that Proposer will provide throughout Los Angeles County Supervisorial Districts 1, 2, 3, 4, and 5, excluding the City of Los Angeles.
- County anticipates selecting only one (1) Proposal to award one (1) Subaward to a Successful Proposer who demonstrates that the Proposer is responsive, responsible, qualified, and has the capacity to provide the Services under the requirements of the Subaward (Appendix A (Sample Subaward)).

ESTIMATED FUNDING

(RFP Subparagraph 2.1.2, page 6)

SCSEP Components	FY 2022-23 SCSEP Funding Sources		Total
	Federal OAA Title V	State OARR	
Program Operation (MAXIMUM FUNDING)	\$172,000	\$112,000	\$284,000
Participant Wages and Fringe Benefits	\$1,300,000	\$846,000	\$2,146,000
Number of Participant Slots	79	51	130
TOTAL	\$1,472,000	\$958,000	\$2,430,000

- Total estimated SCSEP funding for FY 2022-23 is approximately \$2.43 million.
- Funding Sources:
 - Federal: Older Americans Act (OAA) Title V
 - State: Older Adults' Recovery and Resilience (OARR) Senior Employment Opportunities (SEO).

ANTICIPATED SUBAWARD TERM

(RFP Subparagraph 2.2.2, page 7)

- Anticipated Subaward Term:
 - 1 year with 3 annual options to renew

Initial Contract Period:

*July 1, 2022, through
June 30, 2023*

**Three one (1) year options
to renew after the initial
Subaward term**

MINIMUM REQUIREMENTS

(RFP Paragraph 3.0, pages 9-11)

- Proposer must have a minimum of 2 years of experience obtained within the past 5 years (between 2015-2021) providing the specific SCSEP Services or services which are equivalent or substantially similar to these Program Services for which Proposer is applying
- Proposer shall have **all** mandatory staff who meet **all** the requirements listed in Appendix A (Sample Contract), Exhibit A (Statement of Work)
- Proposer shall provide a resume for each Staff and such Staff shall be reflected on the Proposed Budget Forms D24 and D24.1
- Proposer shall not be debarred or have an equivalent prohibition by any government agency within the last 5 years
- Proposer shall have a current, valid, and active Data Universal Numbering System (DUNS) Number
- Proposer's organizational business structure shall be a non-profit corporation, public/government entity, or joint powers agency
- Proposer must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000, that are confirmed to be disallowed costs

PREFERENCE PROGRAMS

(RFP Paragraph 6.0, pages 28-32)

- **County has established the following three (3) Preference Programs:**
 - Local Small Business Enterprise (LSBE)
 - Social Enterprise (SE)
 - Disabled Veterans Business Enterprise (DVBE)
- **Preference Programs allow Proposer to receive a fifteen percent (15%) reduction from the lowest proposed cost.**
- Proposer's requesting Preference Program Consideration shall indicate so on Form D7 (Preference Program Consideration) and include their certification letter from Department of Consumer and Business Affairs (DCBA).

RFP TIMETABLE

(RFP Subparagraph 7.3, pages 32-33)

Key Dates:

Activity	Date and Time (Pacific Time (PT))
Release of RFP	April 28, 2022
Mandatory Proposers' Conference	May 11, 2022, 10:00 a.m. (PT)
Proposer's Written Questions Due	May 11, 2022, 5:00 p.m. (PT)
Final Q&A Released (Tentative)	May 16, 2022
Notice of Intent to Submit Proposal Due	May 23, 2022, 3:00 p.m. (PT)
Proposals Due	May 31, 2022, 12:00 p.m. (PT)
Announcement of Award (Tentative)	June 17, 2022
Effective Date to Commence Subaward Services	July 1, 2022

PREPARATION OF THE PROPOSAL

(RFP Subparagraph 7.8, pages 36-37)

- Proposer shall submit a Proposal to provide SCSEP Services, as evidenced by the information reported on Appendix D (Required Forms), Form D24 (Proposed Budget) and Form D24.1 (Proposed Budget).
- All Appendix D (Required Forms) that require a signature must be signed by Proposer's Authorized Representative.

PROPOSAL FORMAT

- **Business Component** (RFP Subparagraph 7.9, pages 37 – 59)
 - Section A (Proposer's Organization Questionnaire/Affidavit)
 - Section B (Executive Summary)
 - Section C (Proposer's Qualifications)
 - Section D (Proposer's Approach to Provide Required Services)
 - Section E (Proposer's Quality Control Plan)
 - Section F (Proposer's Green Initiatives)
 - Section G (Business Component Required Forms)
- **Cost Component** (RFP Subparagraph 7.10, pages 59 – 61)
 - Section A (Proposed Budget)
 - Section B (Budget Narrative)

BUSINESS COMPONENT– SECTIONS A & B

- **Section A (Proposer's Organizational Questionnaire/Affidavit)** (RFP Subpar. 7.9.4, pages 38-39)
 - **Complete and submit the following Appendix D (Required Forms)**
 - ✓ Form D1 (Proposer's Organization Questionnaire/Affidavit)
 - ✓ Form D1.1 (Community Business Enterprise (CBE) Information)
 - ✓ Form D1.2 (Authorization Warranty)
 - ✓ Form D1.3 (Organizational Support Documents)
- **Section B (Executive Summary)** (RFP Subpar. 7.9.5, page 39)
 - Provide a written narrative detailing Proposer's approach, qualifications, experience, staffing, etc.

BUSINESS COMPONENT– SECTION C

■ Section C (Proposer's Qualifications)

- **Subsection C.1 (Proposer's Background and Experience) (RFP Subpar. 7.9.6.2, pages 39-40)**

- Provide a written narrative of relevant background information to demonstrate that Proposer meets the minimum requirements and has the capability to perform the required Program Services

- **Subsection C.2 (Proposer's References) (RFP Subpar. 7.9.6.3, pages 40-41)**

- Complete and submit the following Appendix D (Required Forms)
 - ✓ Form D2 (Proposer's References)
 - ✓ Form D3 (Proposer's List of Contracts with Public Entities)
 - ✓ Form D4 (Proposer's List of Expired and Terminated Contracts)

- **Subsection C.3 (Financial Capability) (RFP Subpar. 7.9.6.4, pages 41-44)**

- Provide three (3) full Fiscal Years (FY) of organization-wide audited financial statements and/or single audit reports which reflect financial activities for either:

FY 2016-17, FY 2017-18, and FY 2018-19 **OR** FY 2017-18, FY 2018-19, and FY 2019-20

- **Subsection C.4 (Proposer's Pending Litigation and Judgments) (RFP Subpar. 7.9.6.5, pages 44-45)**

- Identify any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years by providing a statement describing the size and scope of any pending or threatening litigation
- If Proposer does not have any such litigation or judgments, provide a written statement indicating that there is no such pending litigation or judgments.

BUSINESS COMPONENT– SECTION D

- **Section D (Proposer’s Approach to Provide Required Services)** (RFP Subpar. 7.9.7, pages 45 – 56)
 - Subsection D.1 (Proposer’s Ability to Meet County’s Objectives for Assessment Services)
 - Subsection D.2 (Proposer’s Ability to Meet County’s Objectives for Individual Employment Plan Services)
 - Subsection D.3 (Proposer’s Ability to Meet County’s Objectives for Work Experience Services)
 - Subsection D.4 (Proposer’s Ability to Meet County’s Objectives for Orientation Services)
 - Subsection D.5 (Proposer’s Ability to Meet County’s Objectives for Unsubsidized Employment Search Services)
 - Subsection D.6 (Proposer’s Ability to Meet County’s Objectives for Personal Counseling and Career Counseling Services)
 - Subsection D.7 (Proposer’s Ability to Meet County’s Objectives for Skill Enhancement Opportunities Services)
 - Subsection D.8 (Proposer’s Ability to Meet County’s Objectives for Supportive Services)
 - Subsection D.9 (Proposer’s Ability to Meet County’s Objectives for One-the-Job Training Services)
 - Subsection D.10 (Proposer’s Ability to Meet County’s Objectives for Additional Training Services)
 - Subsection D.11 (Proposer’s Ability to Meet County’s Objectives for As Needed Services)
 - Subsection D.12 (Emergency Disaster Preparedness)
 - Subsection D.13 (Facilities, Equipment, and Material Resources)
- **Provide a written narrative response for Subsections D.1 – D.13**

BUSINESS COMPONENT– SECTIONS E and F

- **Section E (Proposer's Quality Control Plan)** (RFP Subpar. 7.9.8, pages 56-57)
- **Section F (Proposer's Green Initiatives)** (RFP Subpar. 7.9.9, page 57)
- Response for Sections E and F should be in written narrative form.

BUSINESS COMPONENT– SECTION G

- **Section G (Business Component Required Forms) (RFP Subpar. 7.9.10, pages 57-59)**
 - **Complete and submit the following Appendix D (Required Forms):**
 - ✓ Form D5 (Certification of No Conflict of Interest)
 - ✓ Form D6 (Familiarity with County's Lobbyist Ordinance Certification)
 - ✓ Form D7 (Preference Program Consideration)
 - ✓ Form D8 (Proposer's Equal Employment Opportunity Certification)
 - ✓ Form D9 (Attestation of Willingness to Consider GAIN/GROW Participants)
 - ✓ Form D10 (County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception)
 - ✓ Form D19 (Charitable Contributions Certification)
 - ✓ Form D20 (Certification of Compliance with County's Defaulted Property Tax Reduction Program)
 - ✓ Form D21 (Zero Tolerance on Human Trafficking Certification)
 - ✓ Form D23 (Compliance with Fair Chance Employment Hiring Practices Certification)
 - **All forms must be signed by Proposer's Authorized Representative.**
 - **Fillable areas on the Forms have been highlighted in yellow for reference/convenience.**

COST COMPONENT– SECTIONS A - B

- **Section A (Proposed Budget)** (RFP Subpar. 7.10.4, page 60)
 - Complete and submit Appendix D (Required Forms):
 - ✓ Form D24 (Proposed Budget)
 - ✓ Form D24.1 (Proposed Budget)
- **Section B (Budget Narrative)** (RFP Subpar. 7.10.5, pages 60-61)
 - Provide a written narrative explaining the reasonableness and necessity of each item of cost that is included in Forms D24 and D24.1 (Proposed Budget)

PROPOSAL SUBMISSION

■ E-mail Submission ONLY (RFP Subparagraph 7.11.3, page 61)

- Submit an electronic version of the Proposal as a PDF document(s) to the following e-mail address: aaarfp@wdacs.lacounty.gov.
- Include the following text in the subject line: AAA-SCSEP-2223 RFP Proposal for *Proposer's name*. In the body of each e-mail, Proposer shall specify, at minimum, the list of document(s) attached.
- If PDF file is too large to submit as one, single file, Proposer shall make full attempt to submit the **complete** Proposal in the least number of attachments possible (e.g., must save the complete Proposal as one PDF document first and, if necessary, split the document into the least number of parts possible when submitting the Proposal in multiple emails). Proposer shall include a clear description of the content(s) of each attachment.
- **All electronic files shall be accessible and free of defects.**
- **Any Proposal received after the final Proposal due date and time will not be accepted and will not be evaluated.**

EVALUATION OF PROPOSAL

- Proposal shall meet all minimum requirements outlined in the RFP in order to be evaluated for scoring by the Evaluation Team
- Evaluation Team is comprised of subject matter experts
- Qualifying Proposals will be evaluated and scored using a numerical point value
- The **maximum** score that a Proposal can receive is 10,000 points
 - Business Component = 6,000 points (maximum)
 - Proposer's Qualifications (Sections A – C) = 2,000 Maximum Points (RFP Subpar. 8.4.1, pages 66-68)
 - Proposer's Approach to Providing Required Services (Section D) = 3,600 Maximum Points (RFP Subpar. 8.4.2, pgs. 68-70)
 - Proposer's Quality Control Plan (Section E) = 200 Maximum Points (RFP Subpar. 8.4.3, page 70)
 - Proposer's Green Initiatives (Section F) = 200 Maximum Points (RFP Subpar. 8.4.4, pages 70)
 - Cost Component = 4,000 points (maximum)
 - Cost Effectiveness of Program Operations (Section A) = 2,000 Maximum Points (RFP Subpar. 8.5.1, pages 70-71)
 - Proposed Budget (Section A) = 1,000 Maximum Points (RFP Subpar. 8.5.2, page 71)
 - Budget Narrative (Section B) = 1,000 Maximum Points (RFP Subpar. 8.5.3, page 71)

Q & A

■ Open Forum

- For those who joined virtually, type in the chat or raise your hand to ask your question
- For those calling in, press *6 on your phone to unmute and ask your question
- Written questions can be submitted up until 5:00 p.m. (PT) today to:
aaarfp@wdacs.lacounty.gov
- Q&A document will be posted as an Addendum to the RFP and will be available on the WDACS website.

ATTACHMENT 3 (MANDATORY PROPOSERS' CONFERENCE ATTENDANCE LIST)
ADDENDUM ONE
AAA-SCSEP-2223 RFP

Per the Request for Proposals (RFP) Subparagraph 7.7 (Mandatory Proposers' Conference), a Mandatory Proposers' Conference (Conference) will be held virtually and by telephone to discuss the RFP. During this Conference, County staff will respond to questions from Prospective Proposers. All Prospective Proposers must attend this Conference to submit a Proposal, otherwise their Proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. The Conference is scheduled as follows: Date and Time: Wednesday, May 11, 2022, at 10:00 a.m. (PT). During the Conference, one of attendees asked: "Will a list of attendees of this Proposer's Conference be published?" That question is shown as the Question #10 in Attachment 1 (Q&A) to Addendum One to AAA-SCSEP-2223 RFP, with the following answer: "Yes. Mandatory Proposers' Conference Attendance List document is added as Attachment 3 (Mandatory Proposers' Conference Attendance List) to Addendum One to this RFP." Below is the list of the 5/11/2022 Mandatory Proposers' Conference attendees:

#	Attendee's Full Name	Attendee's Agency Name
1	Becky Sanchez	UAW-Labor Employment & Training Corporation
2	Laura A. Mc Neil	UAW-Labor Employment & Training Corporation
3	Ripsime Markaryan	Managed Career Solutions
4	Alexis Altounian	Managed Career Solutions
5	Claudia Calderon	Managed Career Solutions
6	Trisha Hanudel Lopez	St. Barnabas Senior Center of Los Angeles
7	Larry J. Pipes	Pipes Consulting
8	Talar Aintablian	Armenian Relief Society of Western USA, Inc.
9	Ruzanna Mkrtchyan	Armenian Relief Society of Western USA, Inc.
10	Felicia Biggers	LET US! Inc.
11	Norvell Thomas	Benchmark
12	John A. Kotick	YWCA Greater Los Angeles
13	Bharat Devlia	City of Inglewood
14	Thomas Uwal	City of Inglewood
15	Beatriz Silva	Hub Cities Consortium
16	Alejandra Duarte	Hub Cities Consortium
17	Katy Cisneros	Office of Samoan Affairs of California, Inc.
18	Davina Douthard	Davina Douthard Inc. & Foundation (dba Polishing The Professional)
19	Shirley A. Melendez	Door of Hope
20	Monique Rodriguez	Door of Hope
21	Francisco DeLeon	Rio Honda AJCC
22	Sarah Perry	Valley Oasis

